

**TEXAS BOARD OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -
Internal Audit

SALARY GROUP: A15

DEPARTMENT: Internal Audit Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Chris Cirrito DATE: 08/31/2021

POSITION #: 016036

I. JOB SUMMARY

Performs advanced administrative support work. Work involves coordinating the dissemination of information; developing filing systems; and coordinating administrative support work. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Performs advanced administrative support and technical assistance work for an agency program; and compiles, verifies, and edits data and makes calculations, and prepares reports.
- B. Prepares, interprets, and disseminates information concerning agency programs and procedures; assists in researching technical issues; develops administrative and technical assistance policies and procedures; and responds to inquiries regarding technical program and administrative rules, regulations, policies, and procedures.
- C. Develops and maintains filing, record keeping, and records management systems to include automated information systems.
- D. Schedules and coordinates meetings and conferences; makes travel arrangements and prepares related documents; and prepares agendas, attends meetings, and takes minutes.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
- 2. Two years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience.

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B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill to research, compile, organize, and present information and statistics.
8. Skill to review technical data and prepare technical reports.
9. Skill to prepare and maintain complex records and files in an automated system.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
12. Skill to plan work in order to meet established guidelines.
13. Skill to type 45 words per minute (with no more than 10 errors) preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.